

**Wilkes University Robotics Club**  
*Constitution*

This document states the duties and guidelines of the Wilkes University Robotics Club. Articles I to IX will be held true every year the club is active and will be debated and changed as deemed necessary.

**ARTICLE I Name**

The club will be referred to as Robotics Club.

**ARTICLE II Membership**

All undergraduate students and faculty of Wilkes University are encouraged to participate in the actions of the Robotics Club and membership is free to any persons who are interested.

**ARTICLE III Statement of Purpose**

The purpose of the Robotics Club is to exploit the capabilities of the Robotics Facility of the Engineering Department at Wilkes University. The club and its participating members will construct automated machines that can further demonstrate the effectiveness of Wilkes University's Engineering Department. The club will enter these robots in competitions or will hold competitions

- iv. Represent the Robotics Club for any affairs involved with Student Government.
  - v. Attend student government meetings when deemed necessary.
3. Treasurer:
- a. It is the Treasurer's duties to:
    - i. Keep an account of any funds the Robotics Club receives including funds received from outside sources or from Student Government.
    - ii. Be present when a request is made to receive funds from Student Government.
    - iii. Record the financial budget of the Robotics Club and will give a financial report when deemed necessary.
    - iv. Voice his/her opinion when purchases for the Robotics Club are considered.
    - v. Consider requests taken from the Project Leader and relay the request back to the President.
    - vi. After the President approves a request for supplies on an existing project, take the request to the Robotics Club's advisor to be completed.
4. Secretary:
- a. It is the Secretary's duties to:
    - i. Be present at every meeting.
    - ii. Keep records of all minutes of the Wilkes University Robotics Club, including topics discussed at meetings and things accomplished during work hours.
    - iii. Be present when meetings are held with Student Government and will record what is accomplished at the meetings.
5. Parliamentarian:
- a. It is the Parliamentarian's duties to:
    - i. Ensure the constitution of the Robotics Club is followed by all members and the ideas held in this document are held true.
    - ii. For spell checking any documents produced for the Robotics Club, including any changes made to this constitution.
  - b. The Parliamentarian does not possess the right to vote in the elections of officers or in the removal of officers
6. Project Leader:
- a. It is the Project Leader's duties to:
    - i. Become a team leader. Manage working hours and be present for most of the work done on any existing Robotics projects.
    - ii. Request any order of parts necessary for an existing project to the Treasurer.

Prior to graduation where any officer leaves their position vacant, anyone interested in becoming an officer the following year shall inquire to the current officers about assuming office for the upcoming year and shall henceforth become an apprentice. This will ensure the club will maintain a direction that will not lose focus.

## **ARTICLE V Elections**

Elections will be held at the second meeting at the beginning of the Fall Semester unless otherwise specified by intrigued members. The day of the Elections, self-nominations are encouraged. The person who receives the most votes for the position is elected.

## **ARTICLE VI Member Status**

There are two types of members in the Robotics club:

1. Inactive Members:
  - a. Membership status all incoming members receive when they first become a part of the Robotics Club.

